

2014 STA Form Instructions (1 November 2013)

ALCON,

Effective immediately, all Service Members using Utah State Tuition Assistance (STA) must use the new STA form located on the 151 ARW Portal.

The new STA form now includes elements of the old Progress and Agreement form, allowing us to eliminate one set of documents from the program.

The Progress and Agreement form is no longer required for STA requests after 1 November 2013. However, STAs previously approved will still require Service Members to submit the last page of their Progress and Agreement form to show successful completion of classes.

The new STA form is double-sided. The first page is virtually unchanged and should be easy to complete. The second page of the new STA form replaces the Progress and Agreement form. Service Members do not need to type any information into the second page fields (it automatically populates).

You no longer have to meet with your school representative before submitting an STA request. However, once your classes are complete, you will take a copy of the approved STA form to a School Certifying Official (academic counselor, VA Liaison, school bursar, financial counselor, etc.) and have him or her annotate your grades and attest to the fact that the courses meet with your degree plan.

Here are the steps to applying for STA

1. Determine your school and course work. (Remember, classes must align with a degree plan).
2. Digitally complete all sections on Page 1 of the STA form. You can hover over each field for detailed guidance. You do not have to complete Page 2 at this time.
3. Save the form in a digital format to your computer.
4. Send the completed form to the STA administrator at least three weeks before the class start date. (Remember you must also submit a Statement of Understanding once a year).
5. The STA administrator reviews the STA form. The administrator will return approved forms to the Service Member.
6. Provide a copy of the approved STA form to your school before starting class. Save a copy for your records.
7. Attend and complete the class(es).
8. Once you complete the class, take a copy of Page 2 of the approved STA form to a School Certified Official. He or she will provide grade and degree plan endorsement by completing / signing Page 2 of the STA form..
9. Scan a copy of Page 2 and return it to the STA administrator. This MUST be done within 30 days of course completion.

If you have any questions, please call one of the STA administrators.

Regards,

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